

INDIANA DEVELOPMENT FINANCE AUTHORITY
ECONOMIC DEVELOPMENT AND 501(c)(3) BOND FINANCING
BONDS OVER \$1 MILLION
APPLICATION PROCEDURES

1. To be placed on the agenda, bond applications and all supporting documentation must be received in the Authority's office by 5 pm two weeks prior to the regularly-scheduled Authority meeting at which the Applicant desires to be considered.
2. For an inducement resolution, the following documents must accompany a completed application and the application fee:
 - [] The Applicant's certified or signed balance sheet, income statement and cash flow statement for each of the preceding three (3) fiscal years.
 - [] A draft Resolution and Excerpts of Minutes of the Authority Meeting (must be prepared by bond counsel).
 - [] A \$2,500 application fee, payable to the Indiana Development Finance Authority, must accompany the application.

The following additional documents must be received by the Authority 14 days prior to a final bond resolution.

- [] Proof of Publication of notice of TEFRA Hearing, to be held at 10:00 A.M. the morning of the Authority meeting in the offices of the Authority.
 - [] Minutes of the TEFRA Hearing.
 - [] The Report to Plan Commission, signed by a representative of the Applicant, and corresponding representative of the Applicant, and corresponding cover letter from the Executive Director of the Authority. BOND COUNSEL IS RESPONSIBLE FOR SENDING THESE DOCUMENTS.
 - [] Excerpts of Minutes of the Board meeting.
3. The Applicant is responsible for paying outside Issuer's counsel fees and financial advisor fees (if any) relating to the project. The Authority will select its own issuer counsel; the applicant may choose its own Indiana bond counsel and financial team.
 4. A Closing Fee of 10 basis points, payable to the Indiana Development Finance Authority, will be due at closing.
 5. Applicants should contact the Authority prior to submitting an application to discuss their request and to confirm dates and deadlines.

6. The Indiana Development Finance Authority meets on the third Tuesday of each month in Indianapolis. The Applicant and bond counsel are required to attend the Authority meeting. Other parties involved in the project are encouraged but not required to attend.
7. Applicants are encouraged to submit letters of support from local officials and economic development organizations.
8. Signature pages – All signature pages must be delivered to Cindy Pierson no later than 7 days prior to closing. Four originals will be executed – please do not send additional signature pages.
9. Please submit three (3) copies of the application and all supporting documentation.

PLEASE CONTACT THE AUTHORITY AT (317) 233-4332 FOR MORE INFORMATION.

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